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|  Independent Verification & Validation Facility | Document Control Custodian Instruction | 53.IT.0005-1 Revision: C Effective Date: September 1999 |
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| APPROVAL SIGNATURES | | DATE |
|--|------------------------|----------|
| Louis Blazy (original signature on file) | IV&V Facility Director | 09/09/99 |
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| REVISION HISTORY | | | |
|------------------|--|-----------------------|----------------|
| Rev No. | Description of Change | Author | Effective Date |
| Basic | Initial Release | John Griggs IT/204 | 04/10/98 |
| A | Format change | John Griggs IT/204 | 05/26/98 |
| B | Quality Records - format changes | John Griggs IT/204 | 08/26/98 |
| C | References to Ames Quality Manual replaced with references to IV&V Facility Quality Manual | John Griggs IT/204 | 09/10/99 |

| REFERENCE DOCUMENTS | |
|---------------------|----------------------------|
| Document Number | Document Title |
| 53.IT.0005 | Document and Data Control |
| 53.IT.0018 | Control of Quality Records |
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1.0 Purpose

The purpose of this procedure is to establish a consistent method for issuing and canceling/revising Document Change Requests (DCR).

2.0 Scope

This procedure is applicable to all documents and forms processed by the Document Control Custodian (DCC).

3.0 Definitions and Acronyms

N/A

4.0 Flow Chart

N/A

5.0 Responsibilities


The IV&V Document Control Custodian will be responsible for implementation of the SLP and this instruction.

6.0 Procedure

6.1 Document Change Requests will be numbered sequentially.

6.2 A DCR is required for all procedures and forms in the IV&V ISO system.

6.3 Only one version of a specific procedure should be in the approval process at a given time. This is to prevent “changes to the changes”.

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- 6.4** If a change to a document is out for review, and needs to be modified, the change should be “withdrawn” and a Rev “A” to the DCR issued to the review team.
- 6.5** In cases where a change is withdrawn in favor of a totally new submission (such as withdrawing a IVV document in favor of adopting an Ames version of the same procedure), the original DCR will be cancelled, and the new document issued on a new DCR number and Form 1000.
- 6.6** The signed DCR, procedure/form and all comments will be maintained in the master file for a minimum of 1 year, or until the change is superseded by at least 4 changes.

7.0 Metrics

N/A

8.0 Records

The following records will be generated by the internal audit process:

| Document Name and Identification Number | User Responsible for Record Retention | Retention Requirement | Location |
|---|---------------------------------------|--|-----------------------------|
| DCR and original procedure document | Document Control Custodian | 1 year, after superceded, or 4 changes | DCR folders in DCC location |
| DCR Log | Document Control Custodian | Permanent | DCC location |